

## **ARTICLE 30**

### **EMPLOYEE TRAINING**

1. The Parties recognize the value of a well-trained workforce and the need for a well-planned and effective training effort. The Parties agree that training efforts are to be aimed at improving job performance, providing for career development, or meeting Forest Service needs as determined by Management. The Parties further mutually agree to encourage employee self-development.
2. Management has the responsibility to implement an annual Individual Development Plan (IDP) for each employee and identify present and future organizational training needs, utilizing the agency's Learning Management System (LMS), which is currently AgLearn. Employees should work with Management to identify training and development opportunities that address their immediate needs and long-range career goals (see FSH 6109.13, Chapter 20.4).
3. The employee and supervisor are encouraged to have ongoing discussions throughout the year regarding the employee's individual career development.
4. **Administration:**
  - a. Scheduling:
    - (1) Recognizing the need for flexibility, Management retains the right to schedule and assign employees to training, determine the investment to be made in training, and to select training methods and facilities. Management will make an effort to schedule training so that employees will not have to travel on weekends. For those employees enrolled in work-related classes not scheduled by Management, Management agrees to make a reasonable effort to enable an employee to adjust their work schedule, if feasible, in order to attend.
    - (2) Overtime for training is handled in accordance with 5 CFR 550, 5 CFR 551, and 5 CFR 410.

- b. Records: Management agrees to maintain an electronic database of employee training. Employees are encouraged to provide documentation of all relevant training taken, whether at official expense or at their own expense.
- c. Expenses:
  - (1) Management agrees to consider reimbursement of expenses incurred by an employee in attendance at officially approved work-related courses on their own time.
  - (2) The parties will make an effort to identify cost-effective and efficient training opportunities.
- d. Use of Equipment: Management agrees to make available to all employees enrolled in approved training courses all reasonable and customary equipment necessary, if available, on the premises of the activity at mutually agreeable times during the employee's on-duty and off-duty hours.